



TOM TINDALL  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

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*"To enrich lives through effective and caring service"*

February 26, 2013

To: Each Supervisor

From: Tom Tindall  
Director

A handwritten signature in black ink that reads "Tom Tindall".

Subject: **TERMINATION OF EQUIPMENT MAINTENANCE AND  
REPAIR SERVICES CONTRACT**

This is to advise your Board of recent actions to maintain contracted services after the withdrawal of an existing contractor for financial reasons.

### **Background**

On August 14, 2012, your Board authorized ISD to execute an agreement with Wiztec Incorporated ("Wiztec") for equipment maintenance and repair services for reproduction equipment. On February 5, 2013, Wiztec notified ISD that the company will discontinue field operations due to financial matters, and will not provide services to the County after February 28, 2013.

### **Actions Taken**

To maintain uninterrupted equipment maintenance services, ISD immediately solicited bids from three (3) current equipment maintenance contractors for the services. One company (Xerox) did not provide a bid, another company (Canon) proposed a price higher than Wiztec's, and the third company (Amtek) proposed a price lower than Wiztec's current prices.

As an interim solution, ISD intends to add all of the equipment under Wiztec's contract to Amtek to ensure the continuation of the critical services for the period of March 1, 2013 through May 31, 2013.

This action will provide ISD time to: 1) proceed with obtaining Board approval to formally terminate Wiztec's contract; 2) obtain Board approval to add the affected equipment with Amtek for the remaining term of its contract; and 3) proceed with a debarment action against Wiztec for a material breach of its contract.

The Honorable Board of Supervisors  
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**Conclusion**

ISD will file a Board letter for the necessary actions within the next 90 days. Should you have any additional questions regarding this matter, please contact me at 323-267-2101, or your staff may contact Joe Sandoval at 323-267-2109.

TT:JS:YY:OS

c: ISD Board Deputies  
Chief Executive Officer  
Deputy Chief Executive Officer  
County Counsel